



## Credit Card Authorization Form for Custom-made, Stock, or Special Orders

For mail order, e-mail order, and telephone order credit card purchases, **fill out and sign** this form where noted. Then mail or fax this form to us. As soon as we receive the completed forms, we will process your order. If you have any questions regarding our terms of sale please contact us.

\* Cardholder's Name:

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\* Cardholder's Address:

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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Email Address:

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Daytime Phone:

Fax:

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Credit Card Type:

Date:

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Credit Card Number:

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Card Verification Code \_\_\_\_\_

Expiration:

(On signature line on back of card,; this is the 3 or 4-digit number following last 4 digits of your credit card number):

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Signature:

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\* Please note that the Cardholder Name and Address that you list on this form must match the information on the credit card for the authorization to be accepted by Visa or MasterCard. If you pay for an order for a tax-exempt organization with a credit card issued in your personal name, your purchase will be taxed.

\* For all Custom-made, Special, or Non-stock item orders: Please note that we will process your credit card for authorization and payment at the time that you place your order. In most cases orders for custom-made or special order items will be completed and shipped within 5-7 days or less. We will process authorization and payment for stock items the day they are shipped.

\*\* Tax is applicable only if items are shipped to a destination within Michigan.

By signing this authorization form you agree to make payment of invoices or other required payments for services rendered utilizing this credit card on file, unless other arrangements are made at the time of order. This authorization signature form will remain in affect until the cards expiration date or a written notification is received. You also agree to provide us updated credit card information within seven (7) days prior to your cards expiration date. You are also required to provide replacement credit card information if you cancel or modify this credit card account for any reason.

Please be advised that we do not share information provided to us with any third party. We take special care to make sure that all account and personal information is held in the strictest confidence.

Fax to: 734-953-4846 Phone: 734-953-4845